

**Jefferson Lab  
EH&S Division  
Roles and Responsibilities**

**In keeping with the tenets of Integrated Safety Management, each employee at Jefferson Lab is responsible for doing their part to ensure safe, healthy and environmentally sound workplace.**

**JLab Customer Responsibilities:**

- Employees are responsible for complying with all environmental, safety, and health guidelines, conducting themselves in a safe manner, and immediately reporting any known or suspected hazardous conditions to their supervisor
- Each Jefferson Lab employee has authority to stop any activity within his or her area that presents an imminent threat to human health or the environment. The employee is expected to use the Employee Concern Report to resolve EH&S questions or concerns that do not pose an imminent threat to human health or the environment.
- Each Jefferson Lab employee is accountable to a supervisor or line manager
- Line management is responsible for ensuring that work areas are free from hazardous conditions that could result in injury, illness or death.
- Line management is responsible for evaluating workplace hazards and mitigating those hazards to acceptable levels by engineering and administrative controls.
- Line management is responsible for establishing safety expectations, communicating those expectations to their staff, monitoring work activity, and assigning qualified personnel to the task or activity.
- Periodic training shall be provided on environmental, health, and safety topics. Line management is responsible for ensuring that their employees participate in training activities that relate to their work environment.
- Assign a Division Safety Officer and safety wardens for each Division
- Line management assign EH&S chapter authors commensurate with expertise in coordination with the Performance Assurance Manager
- Ensure staff, users and subcontractors implement EH&S requirements
- Participate on EH&S committees

**EH& S Division members have certain additional basic responsibilities in common.**

**Responsibilities of EH&S Professionals:**

- Maintain Professional Qualifications and proficiency associated with assigned areas of expertise
- Assist line management with hazard identification and risk mitigation.
- Assist supervisors in developing specific EH&S performance goals and objectives.
- Audit division EH&S programs in accordance with the division self-assessment program.
- Audit or review division procedures for compliance with division and laboratory EH&S directives.
- Stop work where imminent danger to personnel or environment exists
- Provide support for response to EH&S incidents.
- Communicate effectively for successful results and ability to build consensus. Know the capabilities of other EH&S professionals and know the needs of the “customer” department to which you are matrixed
- Plan and estimate the need for EH&S resources associated with large scale work activities such as upgrades and major maintenance shutdown periods and report weekly on Department activities using the Department format
- Maintain working knowledge of the EH&S Manual and Appendices and their application to Lab activities; keep EH&S Manual Chapter and Appendices assigned to you up-to-date
- Maintain proficiency in use of Windows MS Office suite, the EH&S Log, and the Corrective Action Tracking System
- Participate on EH&S committees to improve overall lab safety

EH&S professionals who supervise employees have these additional responsibilities:

- Provide a framework for establishing and communicating mission and goals

- Provide a framework for establishing and communicating individual job responsibilities and performance expectations
- Monitor and provide feedback on employee performance
- Assist in development of plans for professional growth and career development
- Provide a documented record of overall performance and significant accomplishments
- Provide the opportunity for documented self-assessment of overall performance

## EH&S DIVISION MISSION

**Mission:** Our mission is to provide EH&S support, programs, and expertise to the laboratory in order to ensure a safe, secure, and environmentally sound workplace in an efficient manner with the goal of fostering best-in-class performance in EHS and an environment of continuous improvement..

## DIVISION OBJECTIVES

**Objectives:** To perform our mission, the Division must accomplish 6 major objectives:

- Objective 1. Provide line management support for safe work planning and conduct
- Objective 2. Provide necessary EH&S expertise to direct and manage labwide and division EH&S programs
- Objective 3. Provide technical support for hazardous activities and conditions
- Objective 4. Work with line management and Training and Performance to develop and provide formal and “Just in Time” training in specific EH&S disciplines
- Objective 5. Communicate EH&S information to assist the line in preventing and appropriately responding to potentially hazardous conditions
- Objective 6. Monitor and report performance of Lab EH&S activities, serving as primary liaison with the DOE and other regulators

Each of these includes a subordinate set of objectives.

- Objective 1.** Provide line management support for safe work planning and conduct
- Obj 1.1 Make recommendations to the Director on lab wide EH&S policies. Establish programs and procedures to execute EH&S policy.
  - Obj 1.2 Recommend to the Director actions necessary to ensure laboratory compliance with EH&S regulatory and contractual requirements
  - Obj 1.3 Recommend to the Director best management practices to ensure best in class EH&S performance at the laboratory
  - Obj 1.4 Provide professional EH&S support for hazard identification and analysis, control development and monitoring
  - Obj 1.5 Monitor, interpret, and advise Director on EH&S regulations, requirements, standards.
  - Obj 1.6 Serve as single point of contact for the laboratory line management and staff for assistance on safety issues
  - Obj 1.7 Coordinate/distribute EH&S assets/personnel
  - Obj 1.8 Provide expertise on preparing and submitting reports to regulatory authorities, and apply quality control to all such documents
  - Obj 1.9 Assist in providing continuing education for division safety officers and division safety wardens
  - Obj 1.10 Conduct (and assist safety wardens in conducting) work place inspections
  - Obj 1.11 Assist in investigations of accidents/incidents and develop lessons learned.
  - Obj 1.12 Coordinate lab-wide EH&S functions as needed such as EH&S related committees, safety warden program, significant corrective actions, etc.

- Objective 2.** Provide necessary EH&S expertise to direct and manage labwide and division EH&S programs
- Obj 2.1 Interpret and advise Lab Management re: EH&S requirements and manage labwide EH&S programs requiring EH&S expertise
  - Obj 2.2 Coordinate the Jefferson Environment, Health and Safety Committee (JEHSC).

- Obj 2.3 Maintain the Integrated Safety Management program and assist line organizations with implementation by monitoring performance and providing feedback
- Obj 2.4 Provide expertise on industrial hygiene, industrial safety, radiological control and environmental issues.
- Obj 2.5 Develop environmental programs, and provide environmental program oversight, management, implementation, and evaluation
- Obj 2.6 Provide an assessment program that includes independent assessments and management assessments. Perform independent assessments for continuous improvement.
- Obj. 2.7 Develop, implement and maintain the lab wide Corrective Action Tracking System program.
- Obj 2.8 Coordinate the Lessons Learned program with a focus on direct continuous improvement
- Obj 2.9 Provide EH&S expertise for the 12 GeV upgrade project

**Objective 3.** Provide technical support for hazardous activities and conditions

- Obj 3.1 Contribute to the design and maintenance of personnel access controls, ODH hazard controls and radiation hazard controls
- Obj 3.2 Provide hazard analysis and hazard mitigation expertise

**Objective 4.** Work with line management and Training and Performance to develop and provide formal and “Just in Time” training in specific EH&S disciplines

- Obj 4.1 Subject Matter Expert (SME) for training in EH&S areas.
- Obj 4.2 Provide for the professional development of EH&S staff labwide

**Objective 5.** Communicate EH&S information to assist the line in preventing and appropriately responding to potentially hazardous conditions

- Obj 5.1 Maintain current and accurate EH&S reports, databases
- Obj 5.2 Establish performance metrics for key EH&S processes
- Obj 5.3 Collect, analyze, and disseminate leading and lagging indicators and accident/incident data to prevent future accidents/incidents
- Obj 5.4 Participate in developing corrective actions from injuries, events, near misses as an element of continuous improvement.
- Obj 5.5 Ensure the EH&S Manual is current, clear, and realistic
- Obj 5.6 Maintain MSDS Library

**Objective 6.** Monitor and report performance of Lab EH&S activities, serving as primary liaison with the DOE and other regulators

- Obj 6.1 Monitor and report performance of laboratory activities to ensure safe operations
- Obj 6.2 Act as primary liaison with regulators, DOE and SURA on EH&S matters
- Obj 6.3 Assist lab and division management with preparation of internal communications regarding EHS-related topics.

# Division Roles and Responsibilities

- **AD, EH&S**

- Develop and assist in implementation of lab-wide EH&S policies, programs and procedures
- Provide interpretation of EH&S regulations and requirements for Lab Management
- Advise the Director and Senior Management on EH&S matters
- Serve as primary liaison with the Jefferson Site Office, other DOE entities, state and other regulators on EH&S matters
- Lead and manage the EH&S Division which includes the following departments: Field Support, Health and Safety, Radiation Control, Performance Assurance, Occupational Medicine
- Coordinate the Director's Safety Council activities
- Conduct periodic walk throughs and observe laboratory activities and conditions in the field
- Serve as management sponsor for the Worker Safety Committee

- **Deputy AD, EH&S**

- Serve as the EH&S Division staff coordinator
- Serve as the lead EH&S coordinator for the 12 GeV upgrade
- Manage the Health and Safety department (roles and responsibilities described below)
- Act on behalf of the AD, EH&S as needed
- Provide coordination of the field support EH&S personnel
- Conduct periodic walk throughs and observe laboratory activities and conditions in the field
- Coordinate EH&S feedback and improvement mechanisms

- **Health and Safety Department**

- Assist in implementation of the Lab's contractual, state and federal health and safety programs
- Assist in implementation of the Lab's non-radiological hazardous waste program
- Manage the lab chemical hygiene safety equipment
  - Test fumes hoods, safety showers and eyewashes
  - Specialized Personal Protective Equipment (PPE)
- Perform non radiological monitoring and exposure assessments for
  - work place hazards and
  - acceptable workplace conditions.
- Maintain the Lab's specialized exposure monitoring and respirator equipment
  - Calibrate all safety equipment for confined space, noise monitoring, ventilation, and respiratory protection
- Ensure the lab has designated subject matter experts in:
  - Lock-Tag-Try
  - aerial Platform safety
  - forklift, Crane and rigging safety
  - machine tool use and mechanical equipment safety
  - electrical Safety
  - hazard analysis techniques
  - hazard communication and chemical safety programs
  - respiratory protection and training for respirator use
  - oxygen deficiency hazards
  - laser safety

- hazard communication signs for all laboratory staff
  - Personal Protective Equipment (PPE)
  - Subcontractor Health and Safety
  - Causal analysis
  - Conduct of Assessment
- Manage the R&D Chemical room
- Conduct periodic walk throughs and observe laboratory activities and conditions in the field
- Manage the EH&S Manual
  - Coordinate JLab EH&S chapter authors from across organizational boundaries to develop and maintain the *EH&S Manual*
  - Provide significant changes to the EH&S Manual to the Contracting Officer for review and approval prior to implementation

- **Radiation Control Department**

- Provide subject matter experts for Lab-wide specialized services and training in radiation protection
- Manage the federally mandated workplace radiation protection program and required plans, procedures and equipment
  - Provide basic radiation protection technology services to the Lab
  - Provide job specific and specialized radiological training services
  - Evaluate laboratory operations for compliance with federal, state, and local statutory and permit requirements.
- Manage the federally mandated radiological environmental monitoring programs
  - Build, install, maintain environmental monitoring systems
  - Manage NESHAP program by reviewing calibration and QA data for air monitors, and calculating airborne radioactive release annually
  - Manage HRSD permitted liquid discharge system
- Manage the collection identification and segregation and disposal of radiological waste
- Manage the operation instrument calibration services necessary to support above programs
- Provide specialized radiation and beam detection devices as needed
- Provide radiological support for beam dump, end stations and LCW system
- Advise Facilities Management on radiological impact of system/building modifications
- Perform routine system checks and quality assurance for discharges
- Support Physics experiments and facility planning with radiation-related modeling by completing RSAD documentation and engaging the EER process
- Coordinate with SSG on changes to Personnel Safety System components providing protection from radiation hazards
- Perform as Americium custodian under the Lab Nuclear Materials Control and Accountability Security program
- Conduct periodic walk throughs and observe laboratory activities and conditions in the field

- **Performance Assurance Department**

- Provide subject matter experts for Lab-wide specialized services and training in systematic management tools that facilitate the timely flow of reliable and accurate EH&S information
  - Upload and distribute reports of accidents, incidents, assessments, and notable events to DocuShare
  - Serve as Vital Records Custodian for lab wide EH&S records
  - Ensure that the current versions of the N Set, the S Set, the AL&R Set, and the EH&S-related requirements of the DOE/SURA Contract Appendix E are implemented through the EH&S manual
- Develop report of lab-wide EH&S open items and analyze division accidents/occurrences for trends
- Develop lab-wide assessment program for continuous improvement

- Lead independent assessments for the lab
- Develop and provide EH&S leading and lagging indicators to the director's council for monitoring the health of EH&S implementation at JLab
- Serve as the laboratory quality assurance manager
- Maintain the lab quality assurance plan
- Conduct periodic walk throughs and observe laboratory activities and conditions in the field

- **Occupational Medicine Department**

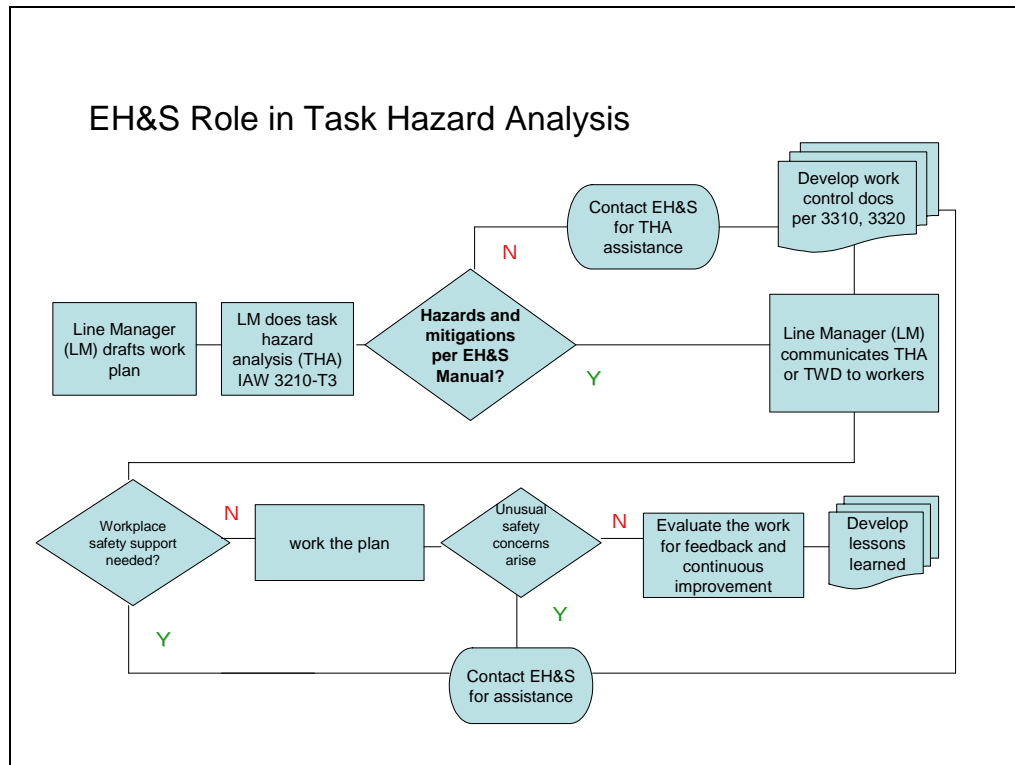
- Provide occupational medical services to the laboratory staff
- Provide medical expertise to Lab Management and EHS division on EHS related matters
- Provide referral to an outside medical provider for non-occupational health matters
- Maintain occupational health records for employees
- Provide professional medical advice on occupational injury and illness prevention
- Conduct required employee physicals and certifications as required by job duties
- Develop and maintain medical protocols for patient care and clinic operations
- Conduct periodic walk throughs and observe laboratory activities and conditions in the field

- **Field Support Department**

- Serve as the EH&S point of contact on EH&S matters for the assigned Division line management
- Provide hazard identification, analysis and control expertise to the line organization
- Coordinate activities with the Division Safety Officer and Division Safety Wardens to ensure implementation of the EH&S programs and requirements
- Conduct regular workplace inspections of activities and conditions and provide feedback to line management
- Assist line management with investigations related to injuries, near misses and abnormal events
- Participate in EH&S assessments and special assignments across the laboratory
- Concentrate time in the field with planners and those conducting the work
- Provide EH&S metrics/reports to the customer Division as requested to ensure their ability to monitor their EH&S program implementation
- Field support personnel are accountable to the AD of EH&S and the AD they are supporting. Day to day support will be to the AD they are supporting. Any conflicts will be resolved by these AD's.

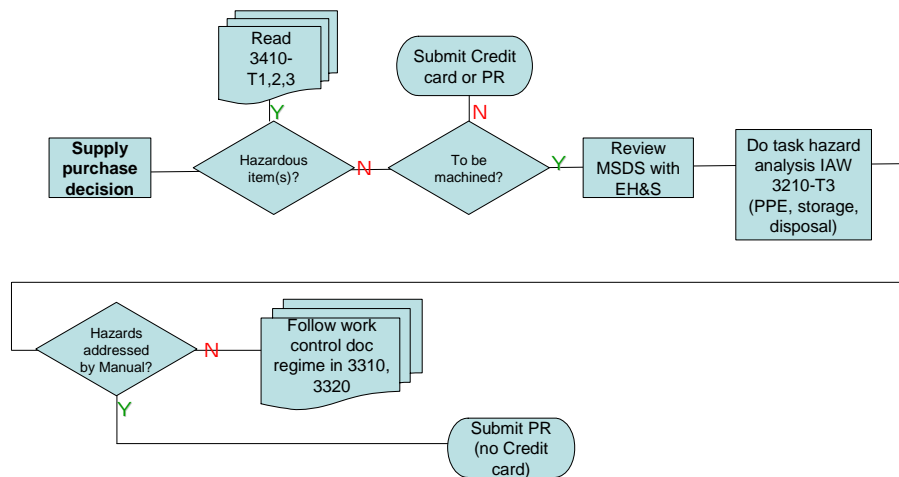
# Appendix

## EHS Process Flowcharts





## EH&S Role in Procurement of Material



## EH&S Role in Procurement of Equipment

